



# City of Tempe

## FORENSIC SERVICES TECHNICIAN+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	250	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$26.154808
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$35.132692
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Forensic Services Technician+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Technicians
<i>Physical:</i>	Yes		

### DISTINGUISHING CHARACTERISTICS

This is a journey level class within the Forensic Services Technician series. Employees within this class are distinguished from the Forensic Service Technician series by the performance of the full range of duties assigned and identified under the essential functions. The position of a Forensic Services Technician+ with the City of Tempe is a hybrid position, requiring both field work and lab work.

### REPORTING RELATIONSHIPS

Receives general supervision from the Forensic Services Supervisor or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Some experience in crime scene and/or accident photography, searching for and developing latent prints at crime scenes, and/or collection and preservation of evidence. Preference for having training and experience in performing latent print analysis and comparisons and using the Arizona Automated Fingerprint Identification System (AZAFIS) and the Next Generation Identification (NGI) system.
<i>Education:</i>	Equivalent to an Associate's degree in a natural science, forensic science, criminalistics, or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>• Possession of, or required to obtain within six months of hire, an ACJIS Terminal Operator Certificate.</li><li>• Possession of, or required to obtain within two (2) years of hire, certification as a Qualified NIBIN User.</li><li>• Required to obtain a Crime Scene Certification through the IAI within two (2) years of hire.</li></ul>

	<ul style="list-style-type: none"> <li>• Possession of a valid driver's license.</li> </ul>
<i>Additional</i>	Must pass a police polygraph and background investigation, and psychological exam.

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform skilled technical work in a variety of investigative environments. The duties of this position include responding to crime/accident scenes to forensically identify, photograph, document, collect, and preserve physical and biological evidence; applying various processing methods to locate and develop latent prints; performing latent print analyses, entering latent prints into state and federal automated fingerprint identification systems, and performing latent print comparisons; test-firing firearms and entering cartridge cases into the National Integrated Ballistic Information Network (NIBIN); and producing detailed, accurate, and grammatically correct written reports using notes and photographs.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The position of a Forensic Services Technician+ is a hybrid position, requiring both field work and lab work; examples of which are enumerated below:

- Prepares accurate reports and records using a Record Management System (RMS) with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Expected to attend training and study job-related techniques and best practices relating to forensic science, evidence collection, latent fingerprint comparisons and forensic photography.
- Creates a strong chain of custody by applying accepted evidence handling and documentation standards.
- Can be called upon to create exhibits and testify in court, at hearings, defense interviews and depositions.
- Conduct training or presentations related to the forensic science discipline.
- Maintain assigned equipment and keep it in working order.
- Perform related duties as assigned.

### **Field Work Duties:**

The Forensic Technician+ will work alongside investigative units to perform technical scene work at crime/accident scenes, to include forensic photography, collection and preservation of evidence, processing for latent fingerprints, examining biological substances, and documenting the scene. Further:

- Identifies, collects, and preserves physical and biological evidence, such as blood and other bodily fluids, hair, fibers, and gunshot residue, using accepted practices.
- Photographs scenes and evidence using accepted forensic photography practices and techniques, including but not limited to:
  - Night photography techniques.
  - Comparison-quality photography techniques (for photographing impression evidence, such as latent prints, shoe impressions, and tire tracks).
  - Techniques for photographing bloodstain patterns; trajectories illustrated using rods, laser, or stringing; and bullet holes.
  - Techniques for photographing the fluorescence of evidence under an alternate light source.
  - Techniques for photographing the luminescence of blood-enhancing reagents.
  - May perform aerial photography, as needed.
- Searches for latent prints using visual examination and processing methods; preserves developed latent prints using accepted techniques.
- Collects known finger and palm prints from victims, suspects, witnesses, and deceased individuals.
- Collects known DNA samples (buccal swabs) from victims, suspects, and witnesses.
- Produces castings of footprints, tire tracks, and other impressions.
- Ensures scene safety and evidence integrity.
- Use an alternate light source for identifying latent fingerprints, bodily fluids, injuries, or other physical evidence.
- Use chemical reagents to locate, enhance, and/or presumptively test for blood or other bodily fluids.

**Lab Work Duties:**

The Forensic Technician+ examines and processes items of evidence for latent prints using various methods; performs latent print examinations, enters latent prints into the Arizona Automated Fingerprint Identification System (AZAFIS) and Next Generation Identification (NGI) systems; and performs latent print comparisons. Further, the Forensic Technician+ will be trained to safely test-fire a variety of firearms and enter cartridge cases into NIBIN (National Integrated Ballistic Information Network). Further:

- Processes items of evidence for latent prints using various methods and chemicals, such as cyanoacrylate (superglue) fuming, ninhydrin, and fingerprint powders.
- Preserves DNA on appropriate items of evidence using accepted swabbing methods.
- Use an alternate light source for identifying latent prints.
- Makes accurate conclusions in latent print analyses and conclusions.
- Enters latent prints into the Arizona Automated Fingerprint Identification System (AZAFIS) or Next Generation Identification (NGI) systems.
- Operates and cleans laboratory equipment.
- Assists with ensuring compliance of safety rules and regulations, prepares and conducts quality control testing on reagents and supplies, and conducts validation tests for new techniques and reagents.

- This work may require exposure to dangerous and toxic chemicals, and requires knowledge of proper handling techniques, OSHA standards and safety regulations.
- Test-fire various firearms and collect cartridge cases for entry into NIBIN.
- Perform serial number restoration of obliterated serial numbers from weapons.
- Maintain logs, assignments, and work sheets; create written documents such as investigation reports on print identification.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to lift heavy objects up to 50 lbs.;
- Must be able to operate city vehicles (i.e. SUVs and sedans);
- Must be able to climb stairways, ladders, and work on elevated structures;
- Must be able to traverse uneven surfaces (i.e. river bottom, parks, under freeways, etc.);
- Must be able to work in a stationary position for considerable periods of time (i.e. working in office/lab, looking at latent/fingerprints while sitting, stooping over a loupe, or spend hours on their feet processing evidence in the field or within the lab);
- Must be able to operate computers, calculators and other office machines (i.e. report writing, uploading digital media, comparing prints, etc.);
- Must be able to obtain/maintain a limited medical clearance for the purpose of wearing an odor/gas inhibiting respirator;
- Must be able to distinguish colors for blood detection and chemical processing.
- Extensive reading and close vision work (i.e. print comparison requires close vision work, either with a loupe or on screen);
- Work out-of-doors in inclement weather (Crime scenes or traffic accidents occur any time of the day or night, throughout the year. Technicians are also subject to in-door inclement weather when working in small rooms, etc. with no air conditioning/heat.);
- Exposure to heat, cold, dampness, dust, pollen, foul/unpleasant odors, fumes, etc.
- Exposure to blood and airborne pathogens; bodily fluids; etc.
- Will be exposed to chemicals, petroleum products, cleaning agents, fumes, etc.
- Shift, weekend, and holiday work will also be required (and may be assigned based upon seniority). Will be subject to emergency call-out and stand-by during off-duty hours. This position is required to carry a city-issued cell phone while on stand-by and for work-related needs (per departmental cell phone usage policy).

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p><a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised August 1993*

*Revised December 1994*

*Revised Jan 2002 (title change)*

*Revised June 2004 (minimum qualifications and duties)*

*Revised July 2004 (minimum qualifications)*

*Revised November 2004 (minimum qualifications and duties)*

*Revised October 2005*

*Revised June 2012 (duties, added environmental setting and competencies)*

*Revised May 2014 (job title change and minimum quals)*

*Revised January 2016 (essential functions, MQ's)*

*Revised January 2017 (created trainee flex classification)*

*Revised August 2019 (minimum qualifications, education, license/certification, duties, demands)*